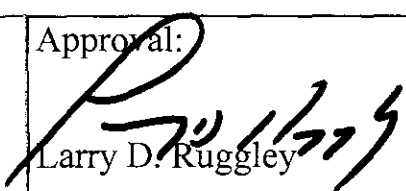


Fort Campbell

Sustainable Installation Management System

ISO 14001

Controlled Document

Originating Office: DPW Environmental Div.		Review frequency: Annual
Document Title: Procedure for Legal and Other Requirements		
Document ID: SIMS200		
Document Owner: Trudy Carr	Approval:  Larry D. Ruggley	Revision: 1 Revision Date: 15 Jan 2006
SIMS Action Officer	COL, SF Garrison Cdr/SIMS Director	Original Date: 1 July 2005

1. PURPOSE:

To provide a standard procedure for identifying and communicating legal and other requirements applicable to environmental aspects and impacts associated with Fort Campbell processes, activities, and services.

2. SCOPE:

This procedure applies to the Garrison, Tenants, military units, and their subordinate organizations. Applicability to utility privatization contractors, the Army Family Housing Partner, construction and service contractors will be determined on a case-by-case basis.

3. DEFINITIONS:

- a. **Environmental Program Manager** – An individual in the DPW Environmental Division appointed to manage specific environmental programs and/or plans for media protection and resource conservation including air, groundwater, surface water, soil, cultural resources, pollution prevention, etc.
- b. **Internal Environmental Performance Assessment System (EPAS) Team** - A team of auditors in the DPW Environmental Division responsible for conducting environmental performance assessments of organizations on Fort Campbell.
- c. **Legal Requirements** — All laws, regulations, permits, contracts, memorandums of agreement, and consent orders applicable to installation processes, activities, and services.
- d. **Other Requirements** — Requirements not identified under Legal Requirements, and

standard industry practices (e.g. ANSI, ASTM, Spirit) to which Fort Campbell subscribes.

- e. **SIMS Action Officer** — An individual designated by the SIMS Director responsible for the operation of the ISO 14001 Sustainable Installation Management System (SIMS).
- f. **SIMS Director** — The Garrison Commander serves as the Director of the ISO 14001 Sustainable Installation Management System (SIMS) program at Fort Campbell and is responsible for all aspects of the SIMS.

4. SUPPORTING DOCUMENTS:

<u>Document ID</u>	<u>Title</u>
CAM Reg 200-1	Installation Environmental Strategy Plan
AR 200-1	Environmental Protection and Enhancement
DA PAM 200-1	Environmental Protection and Enhancement

5. PROCEDURES:

a. Environmental Program managers shall:

(1) Maintain a list of the legal and other requirements that are applicable to your program(s) and furnish a copy of the list to the SIMS Action Officer.

(2) Monitor legal and other requirements applicable to program(s) for new requirements and actual or proposed changes. Use pertinent information sources as needed. Information sources include:

- Internet
- Federal Register
- Regulatory agency WebPages
- Web-based environmental information sources
- DoD and Army information sources on the Internet (e.g. DENIX, WebPages)
- Regulatory information services (e.g., BNA)
- Written notices from regulatory agencies
- Notices from Army agencies (e.g. AEC, SERO Environmental Office)
- Communications with regulatory agencies
- Communications with Army agencies
- Professional seminars and conferences
- Professional publications
- News media

(3) When required, perform an applicability determination for the new law/regulation or change.

(4) As appropriate, consult with the Office of the Fort Campbell SJA to obtain a legal opinion or interpretation.

(5) Using the format at Appendix 1, notify the following of any pertinent new requirements and actual or proposed changes within the legal and other requirements:

- (a) Environmental Division Branch Chief / Leader / Supervisor as applicable
- (b) Affected Installation positions and organizations

b. The Environmental Division Branch Chief / Leader / Supervisor shall:

(1) Upon notification by Program Manager, evaluate applicability recommendation of program manager. Consult with SJA if appropriate. Notify Environmental Division Chief with action recommendation.

c. The Environmental Division Chief shall:

(1) Upon notification by Environmental Division Branch Chief / Leader / Supervisor, evaluate the recommendations of program manager and branch chief/leader/supervisor and notify the following as deemed necessary:

- DPW Deputy Director
- SIMS Director (Garrison Commander)
- EQCC / Senior Management

d. The Internal Environmental Performance Assessment System (EPAS) Team Lead shall:

(1) Incorporate pertinent compliance requirements from legal and other requirements in inspections.

e. The SIMS Action Officer shall:

- (1) Maintain copies of the lists of the legal and other requirements submitted by Environmental Program Managers applicable to installation processes, activities, and services.
- (2) Provide information of changes in legal and other requirements during SIMS management reviews.

6. DOCUMENT REVISION SUMMARY:

Original Document Issue Date: 1 July 2005		
<u>REVISION NUMBER</u>	<u>DATE OF REVISION</u>	<u>REVISION SUMMARY</u>
<u>1</u>	<u>15 Jan 2006</u>	<u>Change Knowledge Share reference to "SIMS"</u>

Appendix 1

The following format will be used to provide notification of new or changed legal and other requirements:

SUBJECT: REGULATORY ALERT

1. Law or Regulatory Citation:
 - a. Type: (New or Change)
 - b. Effective Compliance Date:
2. Summary of Changes or New Requirements:
3. Known or Potential Impacts to Fort Campbell (indicate level: None, Minimal, or Significant):
4. Affected organizations or facilities:
5. Implementation:
 - a. Method:
 - b. Suspense(s):
 - c. Status:
6. Comments:
7. Fort Campbell POC:
 - Name / Title:
 - Phone #:
 - Fax #:
 - Email Address: